



CULTUS LAKE PARK BOARD REGULAR MEETING NOTICE

WEDNESDAY, JULY 16, 2025

7:00 PM

CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

The Cultus Lake Park Board Regular Meeting will be held on Wednesday, July 16, 2025, in the Cultus Lake Park Office Boardroom at 7:00 pm.

Please feel free to join the meeting in person or electronically via Zoom. Participants will be muted upon entry to the meeting but will be able to ask questions during the Public Question Period.

Please note you are required to have your cameras on when entering the meeting to confirm your identity.

Join the Zoom Meeting:

Cultus Lake Park Board Regular Meeting
July 16, 2025, at 7:00 pm

<https://us06web.zoom.us/j/85707116992?pwd=xJ2pYAy3k7ZGjXgFk9PnRzhMMahHSC.1&jst=1>

Meeting ID: 857 0711 6992

Passcode: 965120

The Cultus Lake Park Board Regular Meeting video will be available to view on our website the following day at www.cultuslake.bc.ca/board-meeting-videos/.



CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, JULY 16, 2025

7:00 PM

CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

(1) CALL TO ORDER

(2) RESOLUTION TO PROCEED TO CLOSED MEETING (6:15 PM)

***THAT** the meeting be closed to the public to consider matters pursuant to the following sections of the Community Charter:*

Section 90 (1), (d), security of the property of the municipality; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

(3) RECONVENE

(4) APPROVAL OF AGENDA

Page 1

- (a) ***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of July 16, 2025; and*

***THAT** all delegations, reports, correspondence, and other information set to the Agenda be received.*

(5) ADOPTION OF MINUTES

Page 4

- (a) ***THAT** the Cultus Lake Park Board adopt the Minutes of the Regular Meeting held June 18, 2025.*

(6) ADOPTION OF COMMITTEE MINUTES

Page 11

- (a) ***THAT** the Cultus Lake Park Board approve the Village Center Planning and Development Committee Meeting Minutes from May 2, 2025.*

Page 15

- (b) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from June 3, 2025.*

Page 19

- (c) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from June 17, 2025.*

(7) CORRESPONDENCE

(a) Request to use Lot B for School Event Parking

Page 23

- Letter dated June 27, 2025, from Lisa Wallace, Principal of Cultus Lake Swilhcha School

***THAT** the Cultus Lake Park Board direct staff on the next steps with respect to Cultus Lake Swilhcha School Event Parking.*

(8) CONSENT AGENDA

Cultus Lake August Events

Page 25

- (a) Rickaby's Live Band, August 9, 2025

Page 27

- (b) Alder Block Party, August 23, 2025

Page 29

- (c) Horseshoe Tournament, August 30, 2025

***THAT** the Cultus Lake Park Board receive the Cultus Lake August Event reports for information.*

(9) REPORTS BY STAFF

(a) 2025-2026 Insurance Policy Renewal

Page 31

- Report dated July 16, 2025, from Erica Lee, Chief Financial Officer

***THAT** the Cultus Lake Park Board receive the report from the Chief Financial Officer regarding the 2025-2026 Insurance Policy Renewal.*

(b) 2025 Christmas Light Display

Page 35

- Report dated July 16, 2025, from Rachel Litchfield, Manager of Corporate Services/Corporate Officer

***THAT** the Cultus Lake Park Board supports this year's staffing costs and light replacement necessary to hold the Main Beach Christmas light display and to host the Community Events and Engagement Committee's Cultus Lake Park Christmas Event for 2025.*

(10) REPORTS BY COMMISSIONERS

(a) 2025 Party in the Plaza

Page 37

- Report dated July 16, 2025, from John Beesely, Chair, Community Events & Engagement Committee

***THAT** the Cultus Lake Park Board approve the Party in the Plaza event to be held on Friday, August 29, 2025, from 7:00 pm to 10:00 pm in the Plaza.*

(11) COMMUNITY ASSOCIATION

(12) PUBLIC QUESTION PERIOD

(13) ADJOURNMENT

***THAT** the Regular Meeting of the Cultus Lake Park Board held on July 16, 2025, be adjourned.*



CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

WEDNESDAY, JUNE 18, 2025
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Commissioner K. Dzaman – Chair
Commissioner J. Beesley – Vice Chair
Commissioner E. Jartved
Commissioner T. Moul
Commissioner D. Bauer

Staff Chief Administrative Officer – J. Lamb
Manager of Corporate Services / Corporate Officer – R. Litchfield
Manager of Sunnyside Campground & Accommodations – C. Volk
Administrative Clerk & Communications Coordinator – C. Baker
Events Coordinator & Committee Clerk – H. Hill

Regrets Chief Financial Officer – E. Lee
Manager of Park Operations – T. McKay

(1) CALL TO ORDER

The Chair called the meeting to order at 7:00 pm and acknowledged that we are gathered here today on the traditional, ancestral and unceded territory of the Th'ewa'li First Nations. We are grateful for the hospitality to live, work and play on these lands.

(2) RESOLUTION TO PROCEED TO CLOSED MEETING

5620-25 Moved by: Commissioner Moul Seconded by: Commissioner Beesley

THAT the meeting be closed to the public to consider matters pursuant to the following sections of the Community Charter:

Section 90 (1), (d), security of the property of the municipality;

Section 90 (1), (k), negotiations and related discussions respecting the proposed provision of a municipality service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

(3) RECONVENE

(4) APPROVAL OF AGENDA

5621-25 Moved by: Commissioner Bauer Seconded by: Commissioner Jartved

(a) ***THAT*** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of June 18, 2025; and

***THAT** all delegations, reports, correspondence, and other information set to the Agenda be received.*

CARRIED

(5) ADOPTION OF MINUTES

5622-25 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

- (a) ***THAT** the Cultus Lake Park Board adopt the Minutes of the Regular Meeting held May 21, 2025.*

CARRIED

(6) ADOPTION OF COMMITTEE MINUTES

5623-25 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

- (a) ***THAT** the Cultus Lake Park Board approve the Community Events and Engagement Committee Meeting Minutes from May 13, 2025.*

CARRIED

5624-25 Moved by: Commissioner Jartved Seconded by: Commissioner Bauer

- (b) ***THAT** the Cultus Lake Park Board approve the Environmental and Public Area's Planning Committee Minutes from February 24, 2025.*

CARRIED

(7) CORRESPONDENCE

- (a) **Letter of Thanks – Cultus Lake Stewardship Society (CLASS)**
• Email dated June 2, 2025, from Dave Clyne on behalf of CLASS

5625-25 Move by: Commissioner Moul Seconded by: Commissioner Beesley

***THAT** the Cultus Lake Park Board receive letter dated June 2, 2025, from Dave Clyne on behalf of CLASS.*

CARRIED

(8) CONSENT AGENDA

- (a) **June 2025 Events**
• Cultus Lake Park Green Shores Demonstration Site Opening Event
• Impaired Awareness Event

Moved by: Commissioner: Jartved Seconded by: Commissioner Moul

- 5626-25 ***THAT the Cultus Lake Park Board receive the 2025 June Events reports for information***
- CARRIED**

(9) REPORTS BY STAFF

(a) 2024 Statement of Financial Information

- Report dated June 19, 2025, from Erica Lee, Chief Financial Officer
- Statement of Financial Information 2024

- 5627-25 Moved by: Commissioner Moul Seconded by: Commissioner Bauer

THAT the report dated June 18, 2025 from the Chief Financial Officer regarding the 2024 Statement of Financial Information be approved and that the report be placed on the Cultus Lake Park website.

CARRIED

(b) Cultus Lake Park Landfill Closure Plan

- Report dated June 18, 2025, from Rachel Litchfield, Manager of Corporate Services/Corporate Officer
- Landfill Closure Plan by Sperling Hanson Associates

- 5628-25 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board release the Cultus Lake Landfill Closure Plan prepared by Sperling Hanson Associates in December of 2024.

CARRIED

(c) Appointment of Bylaw Enforcement Officers

- Report dated June 18, 2025, from Rachel Litchfield, Manager of Corporate Services/Corporate Officer

- 5629-25 Moved by: Commissioner Jartved Seconded by: Commissioner Moul

THAT the Cultus Lake Park Board appoint Carly Volk, Lisa Bisschop, Katrina Craig, Jorge Bartomeu, Harman Singh, Gurmantaj Singh, Rachel Litchfield, and contracted Frontline Integrated Security members as Bylaw Enforcement Officers for Cultus Lake Park.

CARRIED

(d) Cultus Lake Fire Department - Fire Boat placement

- Report dated June 18, 2025, from Rachel Litchfield, Manager of Corporate Services/Corporate Officer

- 5630-25 Moved by: Commissioner Moul Seconded by: Commissioner Jartved

THAT that the Cultus Lake Park Board approve the installation of mooring whips for the Cultus Lake Fire Department to moor the fire boat to the dock located at Main Beach Boats Rentals for emergency response situations.

CARRIED

(e) **Around the Lake Give R' Take 30 Trail Run Event**

- Report dated June 18, 2025, from Heidi Hill, Events Coordinator & Committee Clerk
- Attachment 1; Event Application
- Attachment 2; Parking Waiver
- Attachment 3; Site Map

5631-25 Moved by: Commissioner Bauer Seconded by: Commissioner Beesley

THAT the Cultus Lake Park Board approve the Around the Lake Giver' R take Trail Run Event to be held on Saturday October 18, 2025, from 6:00 am to 3:00 pm at Main Beach including Gazebo B and C, and surrounding areas within Cultus Lake Park; and

THAT the Cultus Lake Park Board approve waiving parking fees for two (2) emergency support vehicles to be parked at Main Beach on the sand new Gazebo C, and 30 event staff vehicles in Parking Lot A for the duration of the event.

CARRIED

(f) **ILWU Local 502 Pensioner's Picnic Event**

- Report dated June 18, 2025, from Heidi Hill, Events Coordinator & Committee Clerk
- Attachment 1; Event Application
- Attachment 2; Parking Waiver
- Attachment 3; Site Map

5632-25 Moved by: Commissioner Jartved Seconded by Commissioner Bauer

THAT the Cultus Lake Park Board approve the ILWU Local 502 Pensioner's Picnic Event to be held on Wednesday August 13, 2025, from 10:00 am to 6:00 pm at Main Beach including Gazebo B and C; and,

THAT the Cultus Lake Park Board approve waiving parking fees for five (5) event staff vehicles to park at Main Beach on the sand for duration of the event.

CARRIED

(10) REPORTS BY COMMISSIONERS

Commissioner Jartved inquired about the Community Hall damage.

Chief Administrative Officer, Joe Lamb noted that the assessment has been carried out, and there are no reported concerns to the structure of the Community Hall.

(11) COMMUNITY ASSOCIATION

The Community Association inquired if the Park Board would consider implementing similar solutions that were implemented during COVID-19 with respect to fencing on select docks in the foreshore area?

Chair Dzaman noted that we did have some fencing up, and closure notices during Covid-19, but that was largely unsuccessful to enforce. It was noted that we had issues with people climbing them, jumping off the fence, and just ignoring it completely.

Chair Dzaman noted that we cannot restrict public access to our docks because of the *Cultus Lake Park Act*.

Chair Dzaman noted that staff will monitor and see what incidents we have this year, if there are incidents and you see people breaking bylaws then please do contact Bylaw Enforcement.

(12) PUBLIC QUESTION PERIOD

Resident Stephen Helliwell inquired as to why his paperwork to get the buoy he's been leasing for three (3) years from the owner was denied when there is a provision in the bylaw.

Chief Administrative Officer, Joe Lamb noted that there is a provision in the bylaw that allows the Board to transfer buoys, but that the staff was instructed in 2018 that there was to be no transfers of mooring whips, or boat lift and a moratorium was put in place at that time. .

He further noted that there are currently over 300 names on the buoy wait list and staff are following the precedence set out by the Province of British Columbia.

(13) ADJOURNMENT

5633-25 Moved by: Commissioner Bauer Seconded by: Commissioner Moul

THAT the Regular Meeting of the Cultus Lake Park Board held on June 18, 2025, be adjourned at 7:46 pm.

CARRIED

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held June 18, 2025.

Kirk Dzaman
Chair

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK BOARD VILLAGE CENTER PLANNING AND DEVELOPMENT COMMITTEE MEETING MINUTES

FRIDAY, MAY 2, 2025
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Committee Members	Commissioner K. Dzaman – Chair Commissioner J. Beesley – Vice Chair E. Vance P. Vander Helm J. Enns G. Campbell K. Weiher L. Wykpis G. Twyford-Miles C. Rogozinski
Staff	Chief Administrative Officer – J. Lamb
Board Members	Commissioner E. Jartved Commissioner T. Moul
Regrets	Administrative Assistant, Communications & Events Coordinator – H. Hill

(1) CALL TO ORDER

The Chair called the meeting to order at 8:02 am and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the Th'ewa':li First Nations. We are grateful for the hospitality to live, work and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: C. Rogozinski Seconded by: E. Vance

***THAT** the Cultus Lake Park Board Village Center Planning and Development Committee approve the Agenda for the Meeting of May 2, 2025; and*

***THAT** all delegations, reports, correspondence and other information set to the Agenda be received.*

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: C. Rogozinski Seconded by: E. Vance

THAT the Cultus Lake Park Board Village Center Planning and Development Committee approve the Minutes for the Meeting of March 28, 2025

CARRIED

Moved by: C. Rogozinski Seconded by: G. Tywford-Miles

THAT the Cultus Lake Park Board Village Center Planning and Development Committee approve all Cultus Lake Park Board Commissioners in attendance be able to participate in discussions per the Committee policies and procedures.

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(a) Verbal Report from Joe Lamb, Chief Administrative Officer, Regarding an Update on the Request for Proposal

The Request for Proposal (RFP) was posted on BC Bid on Tuesday, April 22, 2025.

Committee members reviewed the listing and asked if the category the RFP was listed under, Multiple Unit Dwelling Construction Services, incorporates the consulting aspect? Staff confirmed that the BC Bid site does not have a category that accurately defines what we are looking for.

(6) NEW BUSINESS

(a) Village Center Development

- Village Center Development, discussion and direction regarding RFP questions

Committee members noted that the role of the committee and the role of the Board with respect to the RFP, that staff will manage communications from any proponents during this stage of the RFP. The committee will make recommendations to the Board as well as the Board may ask the committee to make recommendations based on content.

Committee members noted that at the June 3, 2025, In-Person Proponent's Mandatory Pre-Bid and Site Meeting, that staff will manage this meeting. Staff noted they would take the questions from proponents and post the responses publicly once completed.

Committee members inquired if the proponents were able to submit multiple development plans to offer different options. The Chair noted that the development would be built in stages spanning a long-term period and it would be determined which of the highest priority items could be included in the first stages of development based on needs and costs. Staff noted that proponents were not restricted to a single submission.

Committee members asked if there was a vision from the Board with respect to the committee's role beyond the selection of the proponent to continue through the development process. The Chair noted there has not been any discussion on the topic currently.

(7) PUBLIC QUESTION PERIOD

There were no public questions.

(8) NEXT MEETING

The next meeting will be scheduled for Friday, June 13, 2025, at 8:00 am.

(9) ADJOURNMENT

Moved by: G. Campbell Seconded by: K. Weiher

THAT the Cultus Lake Park Board Village Center Planning and Development Committee meeting held on May 2, 2025, be adjourned at 8:55 am.

CARRIED



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

TUESDAY, JUNE 3, 2025
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present J. Beesley – Chair
Committee T. Moul – Vice Chair
Members K. Lees
C. Beesley
A. Booth
J. Powley
R. LeBlanc
C. Nylund
C. Pickering

Staff Chief Administrative Officer – J. Lamb
Administrative Assistant, Communications & Events Coordinator – H. Hill

Board Commissioner E. Jartved
Members

Regrets T. Seeley

(1) CALL TO ORDER

The Chair called the meeting to order at 7:02 pm and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: C. Pickering Seconded by: R. Leblanc

- (a) ***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of June 3, 2025; and

THAT all delegations, reports, correspondence and other information set to the Agenda be received.

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: K. Lees Seconded by: J. Powley

THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of May 13, 2025.

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(a) Planning Guide Review and Public Works Tasks

- Review Cultus Lake Day Planning Guide Plus List of Items to be Completed by Public Works

Chief Administrative Officer, Joe Lamb, noted he is working with Cultus Lake Fire Department Fire Chief Mazuren to organize the closing of public roads and access areas for safety purposes with respect to the parade route. Staff will prepare to send a notice to residential and commercial leaseholders to inform them of the closures.

(b) Community Presenters in Gazebo A

- Confirmation of Demonstration Booths in Gazebo A

Committee members agreed to invite members of the Cultus Lake Stewardship Society (CLASS) and the Fraser Valley Invasives Society (FVISS) to participate with their awareness and education booths.

(6) NEW BUSINESS

(a) Party in the Plaza Planning

- Date confirmation for Friday, August 29, 2025

Moved by: R. Leblanc Seconded by: T. Moul

THAT the Cultus Lake Park Board Community Events and Engagement Committee request that the Party in the Plaza event is moved to Friday, August 29, 2025.

CARRIED

(b) Movie Nights in the Park Planning

- Confirm Movie Selections for July 4, July 18, August 1, August 15

Committee members agreed on the movies selections for each night and have sent requests to the distribution company to check availability. The movie selections chosen were Inside Out 2, Moana 2, Back to the Future, and Captain America, A Brave New World.

(c) Cultus Lake Day Planning

- Progress review for:
 - Pancake Breakfast – Cultus Lake Volunteer Fire Department
 - Cultus Lake Golf Course Discussion Re: Acknowledgement
 - Parade – C. Beesley, J. Powley, K. Lees
 - Soowahlie First Nation Invitation to Participate

- Rotary Train – C. Beesley, J. Powley, K. Lees
 - Discussion with C. Smit
- Kids Activities – R. LeBlanc
- Volunteers – R. LeBlanc
- Vendor Market – T. Seeley
 - Select Additional Committee Member for Support
 - Applications – Staff
 - Spreadsheet for Applicants
- Food Trucks – J. Beesley, A. Booth
 - Applications – Staff
 - Spreadsheet for Applicants
- Beverage Garden – T. Moul, C. Nylund
 - Suppliers
 - BCLC Special Event Permit
 - Serving It Right Program Manual
- Musicians – J. Beesley, A. Booth
 - Soowahlie First Nation Invitation to Perform and/or Opening Welcoming
- Sponsors – J. Beesley, T. Moul, J. Lamb
 - Sponsorship Updates
 - Signage – Staff
- First Aid – Staff
- Marketing Materials – Staff
 - 2025 Draft Poster Artwork
- Rentals – Staff
- Grants – Staff
- Security – Staff

Committee members confirmed the invitations that have been accepted to participate on the Rotary Train in the parade are MLA Warbus, FVRD Area H Director, Taryn Dixon and family, Chair Dzaman and family, Vice Chair Beesley and Commissioner Jartved.

Committee members asked staff to assist with cones and signage to block off the inflatables in the Kid's Zone until it opens and the volunteers are there to supervise. Committee members noted that the rental company for the inflatables has an inclement weather clause and won't set up if it is raining or windy.

Committee members agreed to give volunteers a \$10 meal voucher to be used at the Food Vendors in addition to providing snacks and water.

Committee members reviewed the Special Event Permit requirements.

Committee members noted all musicians are confirmed. They also noted they would take candid photos during the event and would not need to hire a photographer.

(d) **Event Set Up and Tear Down Plans**

- Confirm Friday Set Up and Sunday Tear Down Plans and Number of Volunteers Needed

Committee members have agreed to arrive by 3:00 pm on Friday to assist with the set-up.

(e) **Cultus Lake Day Budget**

- Cultus Lake Day Budget Update

Committee members reviewed the budget.

(f) **Vendor Market Site Walk Through Date Confirmation**

- Walkthrough With Sub-Committee Members

Committee members agreed to confirm a date.

(g) **Supply List and Event Signage**

- Confirm Items and Signage Needed

Committee members reviewed the list and noted any items they may need.

(6) PUBLIC QUESTION PERIOD

There were no questions.

(7) NEXT MEETING

The next meeting will be held on Tuesday, June 17, 2025, at 7:00 pm.

(8) ADJOURNMENT

Moved by: K. Lees Seconded by: A. Booth

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held June 3, 2025, be adjourned at 9:12 pm.

CARRIED



CULTUS LAKE PARK BOARD COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE MEETING MINUTES

TUESDAY, JUNE 17, 2025
CULTUS LAKE PARK OFFICE BOARDROOM
4165 COLUMBIA VALLEY HIGHWAY, CULTUS LAKE, BC

Present Members J. Beesley – Chair
K. Lees
C. Beesley
J. Powley
R. LeBlanc
C. Nylund
C. Pickering

Staff Chief Administrative Officer – J. Lamb
Administrative Assistant, Communications & Events Coordinator – H. Hill

Board Members Commissioner E. Jartved

Regrets T. Moul – Vice Chair
A. Booth

(1) CALL TO ORDER

The Chair called the meeting to order at 7:06 pm and acknowledged that we are gathered on the traditional, ancestral and unceded territory of the The'wa':li First Nation. We are grateful for the hospitality to live, work and play on these lands.

(2) APPROVAL OF AGENDA

Moved by: R. Leblanc Seconded by: C. Beesley

- (a) ***THAT*** the Cultus Lake Park Board Community Events and Engagement Committee approve the Agenda for the Meeting of June 17, 2025; and

THAT all delegations, reports, correspondence and other information set to the Agenda be received.

CARRIED

(3) APPROVAL OF COMMITTEE MINUTES

Moved by: J. Powley Seconded by: R. LeBlanc

THAT the Cultus Lake Park Board Community Events and Engagement Committee approve the Minutes for the Meeting of June 3, 2025.

CARRIED

(4) CORRESPONDENCE

(5) REPORTS BY STAFF

(6) NEW BUSINESS

(a) Movie Nights in the Park – July 4 + 18, August 1+ 15

- Confirm Committee Members to Manage July 18, August 1, August 15

Committee members confirmed management of the following movie nights: July 4 – J. Beesley and C. Beesley; July 18 – T. Moul and C. Nylund; August 1 – R. Leblanc and J. Powley; August 15 – K. Lees

(b) Confirm Date for the Cultus Lake Christmas Event

Moved by: C. Beesley Seconded by: K. Lees

THAT the Community Events and Engagement Committee recommend to the Cultus Lake Park Board that the date for the Cultus Lake Christmas Event be held on Saturday, November 22, 2025.

CARRIED

(c) Cultus Lake Day Planning

- Progress review for:
 - Pancake Breakfast – Cultus Lake Volunteer Fire Department
 - Parade – C. Beesley, J. Powley, K. Lees
 - Soowahlie First Nation Parade Placement
 - Participant Update
 - Rotary Train – C. Beesley, J. Powley, K. Lees
 - Discussion with C. Smit
 - Kids Activities – R. LeBlanc
 - Volunteers – R. LeBlanc
 - Vendor Market – T. Seeley
 - Select Additional Committee Member for Support
 - Applications – Staff
 - Spreadsheet for Applicants
 - Food Trucks – J. Beesley, A. Booth
 - Applications – Staff
 - Spreadsheet for Applicants
 - Beverage Garden – T. Moul, C. Nylund
 - Suppliers
 - BCLC Special Event Permit
 - Serving It Right Program Manual
 - Musicians – J. Beesley, A. Booth

- Soowahlie First Nation Invitation to Perform and/or Opening Welcoming
- Sponsors – J. Beesley, T. Moul, J. Lamb
 - Sponsorship Updates
 - Signage – Staff
- First Aid – Staff
- Marketing Materials – Staff
 - 2025 Draft Poster Artwork
- Rentals – Staff
- Grants – Staff
- Security – Staff

Committee members noted they have 35 entries for the Parade. Committee members asked for confirmation of road closures. Staff noted that Sunnyside Boulevard at the entrance to Parking Lot B, Mountain View Road, Park Drive and both laneways will be barricaded, and the other intersections will be blocked with cones and managed by parade volunteers. Staff noted that the road closure notice will be sent again on Wednesday and Friday to residents.

Committee members noted they have 28 confirmed market vendors. Committee members noted that CLASS, FVISS and Wild Safe BC were confirmed to provide demonstration tables in Gazebo A during the event.

Committee members reviewed the requirements and documents needed for the Beverage Garden Special Event Permit

Committee members agreed to approve a ½ page print ad in the Chilliwack Progress with the post event thank you to the sponsors and everyone who supported the event.

Committee members discussed the missing child procedures during the event. Staff noted they would provide the committee members with a document of the procedures that security will provide.

(d) **Event Set Up**

- Load In + Set Up Schedule, To Do List for Friday, Saturday, Sunday (Work in Progress; will be updated after Meeting)
- Additional Parking Needs for Reserved Parking or Licence Plates for Lot D

Committee members reviewed the event schedule and discussed parking needs.

(e) **Cultus Lake Day Budget**

Cultus Lake Day Budget Update

Committee members reviewed the updated budget.

(f) **Supply List and Event Signage**

- Confirm Any Additional Items and Signage Needed
- Event Lanyards for Committee + Staff

Committee members reviewed the supply and signage list. Committee members agreed that they would wear Event Committee lanyard during the event so they can be recognized by the public.

(6) PUBLIC QUESTION PERIOD

There were no questions.

(7) NEXT MEETING

The next meeting will be held on Thursday, June 26 at 7:00 pm.

(8) ADJOURNMENT

Moved by: K. Lees Seconded by: C. Beesley

THAT the Cultus Lake Park Board Community Events and Engagement Committee Meeting held June 17, 2025, be adjourned at 8:27 pm.

CARRIED

June 27, 2025

Cultus Lake Park Board

4165 Columbia Valley Hwy

Cultus Lake, BC V2R 5B5

Subject: Request to Use Lot B for School Event Parking Instead of Lot D

Dear Cultus Lake Park Board,

I hope this message finds you well. I am writing on behalf of Cultus Lake Swilhcha Community School to kindly request consideration for our families to park in **Lot B** rather than **Lot D** when they partake in school events.

While we greatly appreciate the offer of free parking in Lot D for our events, **Lot D poses significant challenges** for our families. The distance from Lot D to the school, combined with the need to cross the highway, creates a barrier for many of our families — particularly those with young children or those with mobility concerns.

Lot B offers much closer and safer access, allowing parents and students to fully take advantage of the events they are wanting to take part in without added stress or safety concerns. We believe that this small change would make a significant difference in accessibility and participation for our school community.

Thank you for your consideration,

Lisa Wallace

Principal of Cultus Lake Swilhcha Community School



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: July 16, 2025 **FILE:** 8100
SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications and Events Coordinator
SUBJECT: Rickaby Live Band Event

PURPOSE:

The purpose of this report is to provide the Board with information pertaining to the Rickaby Live Band Event to be held on Saturday, August 9, 2025, from 7:00 pm to 9:00 pm at Sunnyside Campground Seasonal Site #337.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Rickaby Live Band Event report for information.

DISCUSSION:

The organizers of the Rickaby Live Band Event have been approved by the Chief Administrative Officer to host their event on Saturday, August 9, 2025, from 7:00 pm to 9:00 pm in their Sunnyside Campground Seasonal Site #337 for a private event of up to 100 guests. The event organizers will bring in a live band and invite members of the Sunnyside Campground community to attend. No road closures are required.

The event organizer will be required to provide the park with a Comprehensive General Liability Insurance Policy for not less than \$5 Million dollars, naming Cultus Lake Park as an Additional Insured, and pay the Event Fees listed below, per the Notice of Fees in the Event Bylaw No. 1255, 2025, no later than five (5) days prior to the event:

Application Fee (Non-Refundable)	\$100
Rental Fee for 0 – 100 people	\$100
Refundable Security Deposit	\$1000

TOTAL FEES: **\$1200**

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:

Carmen Baker
Administrative Assistant,
Communications and Events Coordinator

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: July 16, 2025 **FILE:** 8100

SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator

SUBJECT: Alder Block Party

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Alder Block Party event scheduled to be held on August 23, 2025.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Alder Block Party Event report for information.

DISCUSSION:

The Alder Block Party event has received approval from the Chief Administrative Officer as per the Event Policy, and is scheduled to be held on August 23, 2025, from 4:00 pm to 9:00 pm, at 384 Alder Street and surrounding homes.

This event will welcome approximately 50 or less guests to the area.

Alder Street will be closed to vehicle traffic with the use of knife barriers provided by Public Works. Residents in the area will be notified of the closure, as per the park's Highway Closure Permitting Process.

The event organizer will be required to provide the park with a Comprehensive General Liability Insurance Policy for not less than \$5 Million dollars, naming Cultus Lake Park as an Additional Insured, and pay the Event Fees listed below, per the Notice of Fees in the Event Bylaw No. 1255, 2025, no later than five (5) days prior to the event:

Refundable Security Deposit	\$1000
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STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Carmen Baker
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: July 16, 2025 **FILE:** 8100

SUBMITTED BY: Carmen Baker,
Administrative Assistant, Communications & Events Coordinator

SUBJECT: Community Horseshoe Tournament Event

PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Community Horseshoe Tournament event scheduled to be held on August 30, 2025.

RECOMMENDATION:

THAT the Cultus Lake Park Board receive the Community Horseshoe Tournament Event report for information.

DISCUSSION:

The Community Horseshoe Tournament event has received approval from the Chief Administrative Officer as per the Event Policy, and is scheduled to be held on August 30, 2025, from 9:00 am to 5:00 pm, in the laneway behind Fir Street.

This annual community event will welcome approximately 125 residents, to sign up and compete in the horseshoe tournament, which will award donated prizes to participants. The horseshoe pits will be removed by 6:00 pm the day of the event.

The laneway will be closed to vehicle traffic with the use of knife barriers provided by Public Works. Residents in the area will be notified of the closure, as per the park's Highway Closure Permitting Process.

The event organizer will be required to provide the park with a Comprehensive General Liability Insurance Policy for not less than \$5 Million dollars, naming Cultus Lake Park as an Additional Insured, and pay the Event Fees listed below, per the Notice of Fees in the Event Bylaw No. 1255, 2025, no later than five (5) days prior to the event:

Refundable Security Deposit

\$1000

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Carmen Baker
Administrative Assistant,
Communications & Events Coordinator

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: July 16, 2025 **FILE:** 2470

SUBMITTED BY: Erica Lee
Chief Financial Officer

SUBJECT: 2025-2026 Insurance Policy Renewal

PURPOSE:

To provide the Board with an overview of the 2025-2026 Cultus Lake Park insurance policy renewal.

RECOMMENDATION:

***THAT** the Cultus Lake Park Board receive the report from the Chief Financial Officer regarding the 2025-2026 Insurance Policy Renewal.*

DISCUSSION:

Cultus Lake Park utilizes the services of Aon Risk Solutions as our insurance broker, and staff recently renewed all the policies for another term that runs from July 1, 2025 – June 30, 2026.

Generally, the following 10 policies are taken out annually:

- Property & Business Interruption
- Equipment Breakdown (boiler & mechanical)
- Crime Policy
- Casualty (comprehensive general liability)
- Environmental Liability
- Marine Legal Liability
- Hull & Machinery (boat)
- Volunteers – AD&D
- Volunteer Firefighters – AD&D
- Cyber & Network Liability

I am happy to report that the insurance premium payment for 2025-2026 has seen a manageable increase of just under \$23,200, with total premiums increasing from \$291,547 in 2024-2025 to \$314,743 for 2025-2026. This increase is also within the budget set for commercial insurance for 2025.

Property Policy

1) Increase Property Valuations

The insured values for 2025-2026 have increased to just over \$36.9 million (excluding the docks) while in 2024-2025 the total insurance value was just over \$35.4 million.

Annually, an appraisal is done for the various properties located within Cultus Lake Park. The purpose of the appraisal is to determine the replacement value of the buildings as well as major movable equipment owned by the park to help ensure that we are not underinsuring our assets.

This valuation also allows the park not to have a margin clause in our policy. The margin clause in the policy restricts any insurance collected on a total loss claim to a maximum of the stated amount plus 10% identified in the annual statement of values. With the removal of this clause, the insurance collected on a total loss would be the actual cost to replace, regardless of the stated amount in the annual statement of values.

2) Insurance Rates

In spite of our claims history, particularly our large dock claim due to the flooding that occurred in November of 2021 and our claim for the Yellow Barn in February of this year, our broker was able to secure reasonably priced property rates again for the 2025-2026 year.

AON again worked hard to continue to allow us to keep being insured with a traditional property subscription policy led by Northbridge.

The same two insurance companies, as last year, have been bound to provide property insurance for the 2025-2026 year:

1) Northbridge	50% (50% - 2024/25) total premium	\$82,380
2) Intact	50% (50% - 2024/25) total premium	<u>\$117,782</u>
Total Property Premium		\$200,162

3) Dock Coverage

It has continued to be difficult to obtain coverage for our docks as our current property coverage providers determined they were not willing to include the docks as part of our regular property coverage.

Therefore, AON continues to look for insurers that specialize in Marine property coverage.

At the April 2025 regular board meeting, staff brought forward some preliminary information about the difficulty AON was having with just obtaining a quote for dock coverage in light of the capacity and market availability, given our risk.

Staff informed the board that in order to get a quote for the docks, Coast Underwriting would require a marine survey to be completed at a cost of approximately \$7,000.

Given that the past quotes we have received for this type of insurance have had very large premiums and enormous deductibles for our largest risks (flood and wind damage), the board decided not to spend the money on the marine survey and consequently not to bind a Marine Property Policy.

Therefore, the park will continue to self-insure the docks for the 2025-2026 insurance cycle by annually placing an additional \$50,000 into the foreshore reserve fund to be used in case of dock damage and for dock renewal.

Budget Implications

The following table shows a comparison of the premiums for the 2024-2025 policies and 2025-2026 policies and a summary of budget implications for the 2025 fiscal year.


Insurance Policy Comparison			
	Past Year		
	2024-2025	2025-2026	2025-2026 NOTES
Statement of Values	\$ 35,465,590	\$ 36,910,390	
			Fortunately, our broker team was able to keep working with the same traditional subscription policy led by Northbridge this year.
			Northbridge 50% capacity \$82,380 remains the lead insurer - same capacity at 50%
			Intact 50% capacity \$117,782 insuring using Northbridge's writing
			Overall, premiums increased due to statement of values increasing by 4.1% over last year as well as a rate adjustment tied to prior claims.
			Deductibles remain at \$50,000 and all insurer's again excluded flood coverage.
• Property & Business Interruption	\$ 174,491	\$ 200,162	
• Equipment Breakdown (boiler & mechanical)	3,949	4,233	Increase due to increase in Statement of Values
	178,440	204,395	
• Crime Policy	4,540	4,540	
• Commercial General Liability	68,399	65,640	
• Cyber Liability	11,700	11,700	
• Marine Legal Liability	10,105	10,105	
• Hull & Machinery (boats)	2,760	2,760	
• Volunteers – AD&D	300	300	
• Volunteer Firefighters – AD&D	2,407	2,407	
• Environmental	12,896	12,896	
Total	\$ 291,547	\$ 314,743	
		8%	
Overall Increase (Decrease)		\$ 23,196	
Overall Budget Review: 2025			
Current Coverage - Jan 1, 2025 to June 30, 2025		\$ 145,774	
Renewal Coverage - July 1, 2025 to Dec 31, 2025		157,372	
		303,145	
2025 Insurance Services Budget		318,670	
Estimated 2025 Budget Surplus		(15,525)	

Overall, there is just a very moderate budget surplus for commercial insurance. Staff will also review the 5-year budget to see if it requires any moderate updates, by department, needed for 2026 and on.

STRATEGIC PLAN:

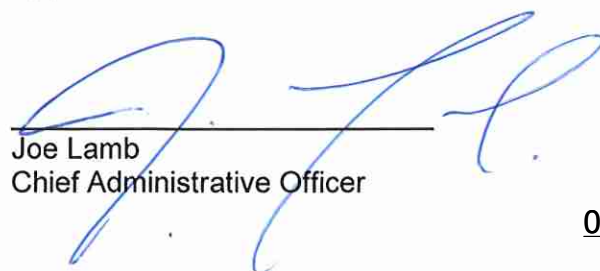
This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:



Erica Lee
Chief Financial Officer

Approved for submission to the Board:



Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: July 16, 2025 **FILE:** 8100

SUBMITTED BY: Rachel Litchfield,
Manager of Corporate Services / Corporate Officer

SUBJECT: Main Beach Christmas Light Display

PURPOSE:

The purpose of this report is to provide the Board with information on the cost for replacing lights lost during the fire at the Yellow Barn and staffing requirements to continue this year to host the Christmas lights display on the trees at Main Beach.

RECOMMENDATION:

THAT the Cultus Lake Park Board supports this year's staffing costs and light replacement necessary to hold the Main Beach Christmas light display and to host the Community Events and Engagement Committee's Cultus Lake Park Christmas Event for 2025.

DISCUSSION:

The Christmas light display, as approved by the Board in previous years, lights are strung annually throughout the Main Beach area and footbridges in advance to hold the Main Beach Christmas light display and Community Events and Engagement Committee's Cultus Lake Park Christmas Event. This event is typically held in November.

This year due to the unexpected fire at the Yellow Barn location approximately 1900 strings of lights were destroyed along with many other items (to be replaced by insurance) that support the Community Events and Engagement Committee's events.

An approximate calculation for this year's staffing, 85 days, 7.5 hours per day would total 637.5 hours.

In 2024, the Board approved that staff make necessary repairs to many of the existing strings lights and added additional strands where necessary on trees at Main Beach.

Staff are requesting that the Board supports this year's staffing costs and light replacement necessary to host Main Beach Christmas Light Display and Community Events and Engagement Committee's Cultus Lake Park Christmas Event for 2025.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:


Rachel Litchfield
Manager of Corporate Services /
Corporate Officer

Approved for submission to the Board:


Joe Lamb
Chief Administrative Officer



CULTUS LAKE PARK

REPORT/RECOMMENDATION TO BOARD

DATE: July 16, 2025

FILE: 8100

SUBMITTED BY: John Beesely,
Chair, Community Events and Engagement Committee

SUBJECT: Recommendations from the Cultus Lake Park Board Community Events and Engagement Committee – Party in the Plaza

PURPOSE:

The purpose of the report is to provide the Board with a recommendation for the Party in the Plaza event.

RECOMMENDATIONS:

***THAT** the Cultus Lake Park Board approve the Party in the Plaza event to be held on Friday, August 29, 2025, from 7:00 pm to 10:00 pm in the Plaza.*

DISCUSSION:

At the March 13, 2025, Cultus Lake Park Board Community Events and Engagement Committee meeting was held regarding hosting the Party in the Plaza event on Friday, August 8, 2025. At the June 3, 2025, Community Events and Engagement Committee meeting a request was made to change the date to August 29, 2025, in the Cultus Lake Park Plaza, to which the Committee approved the date change.

The family-friendly event last held in Cultus Lake Park in 2024, features Steve Elliot, playing Elvis Presley favourites. Cultus Lake Park residents in attendance are required to bring their own chairs to the event. This year, the stage will be in the Plaza parking lot adjacent to Lakeside Beach Club. Staff will communicate with the commercial tenants as in previous years, to inform them of the upcoming event.

Staff will advertise this event, by placing the event poster on the community boards and on the Cultus Lake Park website, app, and social media platforms. The posters will also be placed on washrooms throughout Sunnyside Campground.

STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

Prepared by:

John Beesely
Chair, Community Events and
Engagement Committee

Approved for submission to the Board:

Joe Lamb
Chief Administrative Officer